

**SECRET**

DD/R-635-63

19 APR 1963

MEMORANDUM FOR: Director of Logistics

SUBJECT: Justification for Sole Source Procurement

1. Requisitions directed to your office by the Office of the Deputy Director (Research), frequently entail sole source procurement. In general, such action is justified on the basis of systems compatibility and operational and technical suitability factors. In order that a routine procedure may be established for identifying such actions, we are requesting that code designations listed on the attachment be used as the justification for purchase actions initiated by this office.

2. The Office of Communications cites these codes on their requisitions for sole source procurement and this arrangement has proven mutually acceptable to both the Office of Communications and the Office of Logistics. We request, therefore, that we be authorized to use the same codes in support of our sole source procurement actions which will preclude the necessity of justifying each action in memorandum form.

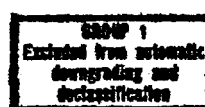
3. For record purposes the Office of the Deputy Director (Research) should be cited in lieu of the Office of Communications whenever the latter is indicated in the attachment.

HERBERT SCOVILLE, Jr.  
Deputy Director  
(Research)

Attachment

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## EXPLANATION OF JUSTIFICATION CODES

### Code A (Proposal and/or Open Bid Category)

Negotiated procurement is not necessary. An open invitation for a bid or proposal is requested. The Office of Communications retains the prerogative of reviewing all bids received for technical compliance.

### Code B (Operational and Technical Suitability)

Evaluation by the Office of Communications indicates that only this equipment meets all requirements for the intended use. In addition, operational evaluation has indicated that under actual operating conditions, this equipment is superior to other available equipments of this type with respect to performance, reliability, maintenance and repair, and ease of operation.

### Code C (Available Logistic Support)

This equipment has been procured in considerable quantities in the past. Large quantities of spare parts are currently carried in the Agency supply system. The acceptance of a substitute would necessitate the establishment of additional and unwarranted logistic support in that new stocks of components and parts would be required for stock.

### Code D (System Compatibility)

This equipment is an integral part of an overall system and must be compatible with other components in the system. The system will not admit the substitution of components and/or sub-assemblies without the re-designing of the entire system or part thereof.

### Code E (Inter-Agency Compatibility)

Compatibility with equipment of this type used by other government agencies must be maintained in order that the technical product derived from the equipment may be exchanged on a uniform basis.

### Code F (Laboratory Usage)

The requirements for laboratory equipment are extreme accuracy, quality, and reliability. Evaluation of available equipment of this type has shown that this equipment best meets the requirements.

### Code G (Evaluation)

This equipment is being procured for technical and operational evaluation.

Code H (Rotation and Interchangeability)

This equipment is being used to implement the Office of Communications Strategic Reserve Program. This equipment procured must be exactly as specified to provide rotation and direct interchangeability between the various strategic reserves established under the program.

Code I (Urgent Requirement)

Valid and early operational requirements for this material demand procurement by the most expeditious means. Procurement from other than the indicated source would entail a time delay which would not be acceptable in terms of operational "target date" requirements.